

Technical Branch
Miscellaneous Technical Group
Community Development Series

GRANT SPECIALIST

02/91

Summary

Under general supervision, researches and develops grant projects, and monitors and evaluates grant-funded agencies and programs for compliance with contracts and regulations; performs related duties as required.

Typical Duties

Monitors contract compliance by subrecipients of City grants; makes recommendations to improve subrecipient performance; reviews and processes agency billings; prepares performance reports and other grant reports; receives audit reports and other subrecipient reports and reviews for acceptability to funding agency.

Reviews proposed programs and projects to determine program eligibility; evaluates environmental issues related to proposed projects and programs; researches laws, rules, and regulations impacting on monitoring agencies and programs; consults with other city departments, and State and Federal agencies as required for contract monitoring, program evaluation, and project development; conducts planning and environmental studies and investigations; compiles comprehensive project reports.

Coordinates citizen advisory groups related to grant programs; schedules public hearings and meeting as required by grant regulations; explains requirements and objectives of grant programs to the public; researches and develops costs of projects; advertises projects in local media and prepares other materials for public notification, citizen participation and for distribution to the public.

Minimum Qualifications

Training and Experience: Completion of a Bachelor's Degree in Public Administration, Business Administration, or a related field and one year of related experience; or an equivalent combination of training and experience

Knowledge, Abilities and Skills: Good knowledge of public administration or business management principles; some knowledge of bookkeeping and budgeting techniques; some knowledge of auditing techniques.

Ability to understand and interpret program regulations, contracts, manuals and proposals; ability to express oneself clearly and concisely, orally and in writing; ability to interpret contract stipulations with firmness, tact and impartially; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to prepare comprehensive reports and maintain records.

Skill in dealing with a wide variety of contracts.

Licenses and Certificates: Texas class "C" driver's license, or equivalent.

Director of Personnel

Department Head